

# STEEPLE CLAYDON NEIGHBOURHOOD PLAN



## Consultation Statement

MAY 2017

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## STEEPLE CLAYDON NEIGHBOURHOOD PLAN

### Consultation Statement

#### 1. Introduction

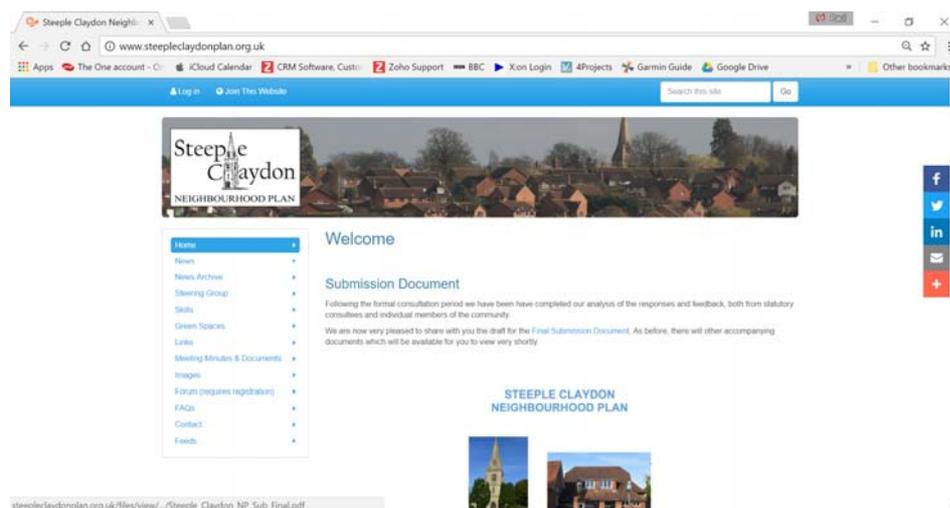
This Consultation Statement has been prepared to fulfil the legal obligations of the Neighbourhood Planning Regulations 2012 in respect of the Steeple Claydon Neighbourhood Plan (SCNP). The legal basis of the Statement is provided by Section 15(2) of Part 5 of the 2012 Neighbourhood Planning Regulations, which requires that a consultation statement should:

- a) contain details of the persons and bodies who were consulted about the proposed Neighbourhood Development Plan;
- b) explain how they were consulted;
- c) summarise the main issues and concerns raised by the persons consulted; and
- d) describe how those issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan.

This Consultation Statement has been prepared to provide detailed information which demonstrates that the Neighbourhood Plan team has worked in a focused way over two years to ensure that the submitted plan really represents the views of the village.

#### The Neighbourhood Area

Fig. 1 below shows the Neighbourhood Area designated by the Local Planning Authority, Aylesbury Vale District Council (AVDC) on the 16 April 2017. The confirmation of designation by AVDC is included at Appendix CS1.



*Neighbourhood Plan website home page*

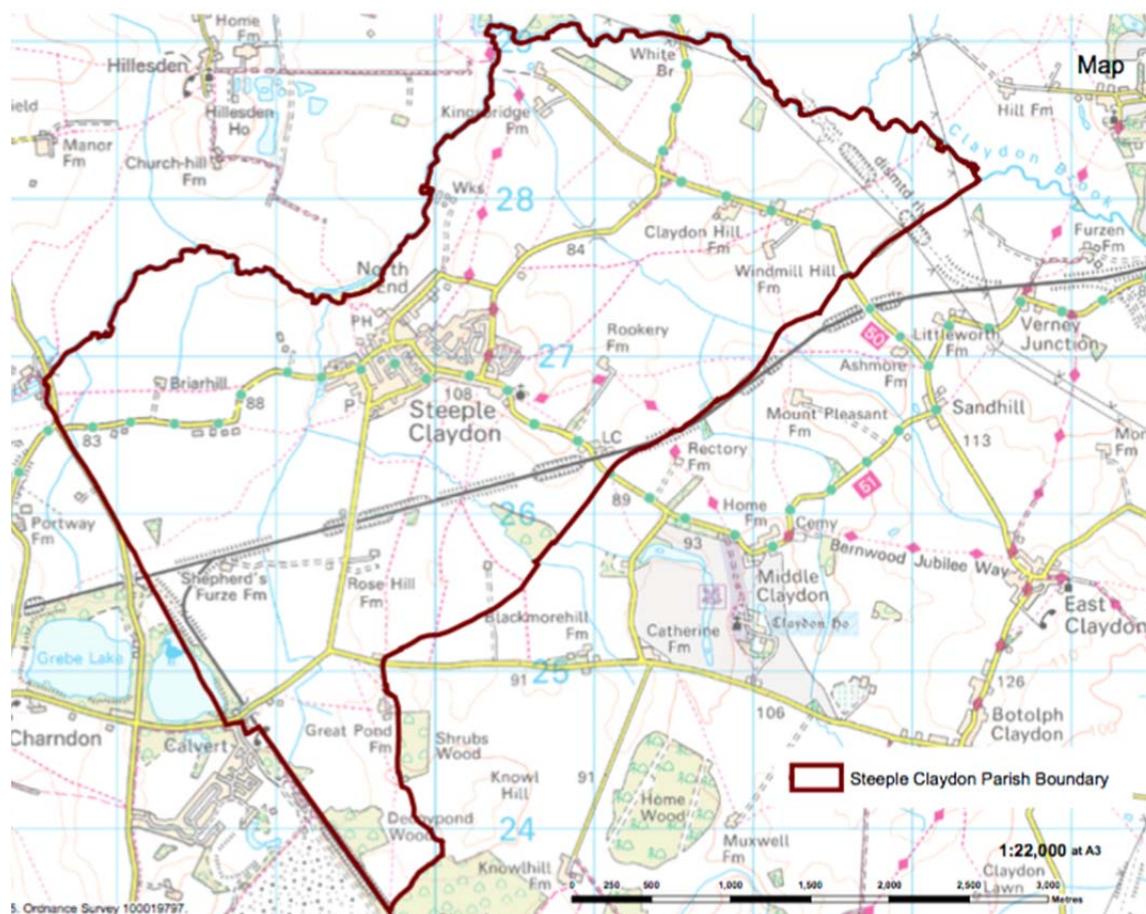


Figure 1: Designated Neighbourhood Area

The Parish Council published the Area application as required by the regulations, inviting comments on the designation. A developer responded confirming their interest, and a resident expressed concern that the Parish Council was not the appropriate organisation to develop the plan. AVDC confirmed that the Parish Council was the appropriate organisation and no other adverse comments were received. The area is based on the parish boundary.

## 2. THE CONSULTATION PROCESS

### Objectives

The Neighbourhood Plan team identified at the outset of the process the need for effective consultation and used the Locality Guide to Neighbourhood Plans to guide its initial planning.

The objective was to ensure that the developed plan was based on verifiable, quantitative data.



### Consultation principles

The Neighbourhood Plan team considered how it was going to approach the consultation process and agreed that it would ensure that:

- the whole process would be open and transparent
- the team would have an open door policy, with the public informed about meetings and invited to take part if they wanted
- anyone who wanted to be part of the team would be included and asked to be involved according to their skills, abilities and time availability
- the team would use a variety of formats to ensure comprehensive coverage of all residents including printed material, online access, use of social media and public events to give people a variety of ways of interacting with the team
- comprehensive records would be kept of feedback and comments received throughout the process to allow examination and audit if required
- the team would select consultants to advise on best practice in planning and consultation including the management of the official questionnaire
- The team would seek advice and guidance from AVDC to ensure all activities were in line with their guidance and requirements
- there would be regular reporting to the monthly Parish Council meetings to increase visibility and profile.

### Timeline of events

The following summary illustrates the key events and milestones achieved through the consultation process:

Date	Activity	Outcome
Spring 2015	Team establishment, understanding the Neighbourhood Plan process	Team established and development of project plan including consultation strategy

<b>Date</b>	<b>Activity</b>	<b>Outcome</b>
April 2015	Application for designation of Neighbourhood Area including publication of this application by AVDC inviting comments	Successful – AVDC confirmed designation on 14 April 2015. Appendix CS1
May 2015	Establishment of Terms of Reference	Agreement by SCPC of Terms of Reference
April to July 2015	Development of initial baseline reviews on topics including housing, education, travel and transport, environment	Summary reports from each of the teams including identified issues and possible solutions for presentation to the public
August 2015	Initial public consultation where the baseline reports were presented and discussed with the public	First opportunity for the village to engage with the team resulting in increased understanding of the process and the objectives. Feedback received about the thoughts and needs of the village and captured to take forward
Autumn 2015	Review of comments received and development of initial ideas. Appointment of rCOH and inclusion in team meetings to inform and guide activities	Clearer understanding by the team of the objectives and purpose of the Neighbourhood Plan. Development of the Vision Statement to confirm initial ideas
January 2016	Publication of the Vision Statement	
	AVDC Screening report (Appendix CS8) recommending development of a Strategic Environmental Assessment (SEA)	Established process for development of the SEA
June 2016	Afternoon/evening Public Exhibition including stakeholders	
August – October 2016	Development of main consultation activities	
November 2016	Publication of the official questionnaire with return date of 30 November 2016	Satisfactory 40% return rate
17 <sup>th</sup> November 2016	Public meeting in the village primary school including formal presentation about the plan and the proposals followed by questions and answers	Attended by over 70 people who were invited to fill out comments forms and all questions recorded to inform the plan's development
22 November 2016	Drop-in session at the Village Hall including information about the Neighbourhood Plan and exhibition stands and representatives from the developers representing the two main development sites in the village	Steady flow of attendees interested in finding out more about the plan and to see the proposed developments. Invited to fill out comments forms for inclusion in the review

Date	Activity	Outcome
December 2016/January 2017	Analysis of the questionnaire responses and preparation of report by Longman.	Report received providing quantitative evidence of public opinion regarding the village's development
February 2017	Development of the pre-submission plan including supporting documents	
21 February 2017	Publication of the pre-submission Plan and supporting documents to AVDC, statutory consultees, notification on website and social media. Hard copies available at key venues in the village	Successful publication
21 March	Public meeting for people to ask questions about the plan	Feedback received and captured
23 March	Drop in session at the library for people to meet team members and discuss the plan	
4 April 2017	Close of formal pre-submission consultation	Over 40 individual responses received and 10 from official and corporate organisations
April 2017	Review of comments and feedback and development of the final plan	Finalisation of submission plan
2 May 2017	Presentation of Plan to the Steeple Claydon Parish Council	Approved

### Access to information

From the outset the overriding principle was openness and transparency. This was agreed at the first meeting of the team and this principle was adhered to through the development of the plan. This was achieved by:

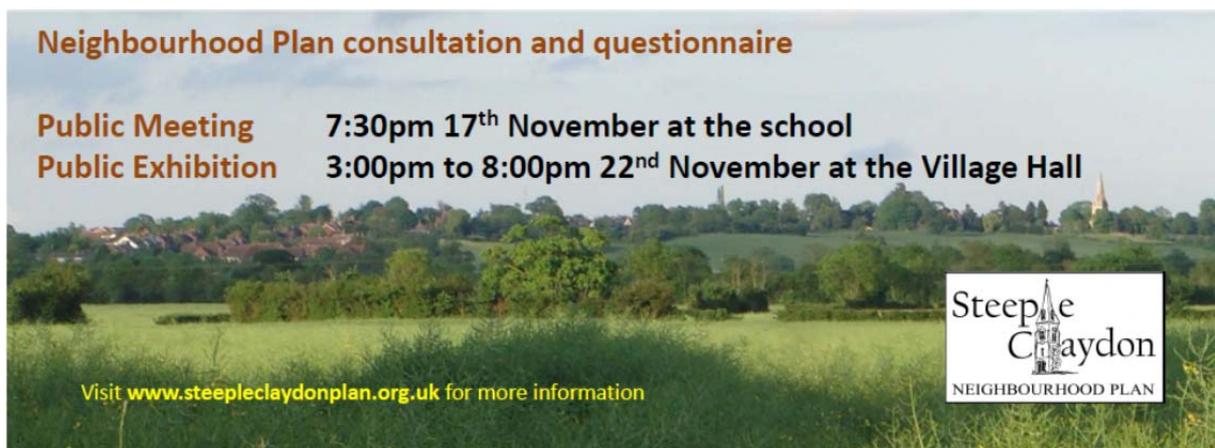
- Publicity about the creation of the Neighbourhood Plan team with open invitation for people to join the team
- Publication of dates and times of meetings on NP website encouraging people to come to the meetings
- Taking notes during each meeting and publishing them on the Neighbourhood Plan website
- Publishing all development documents on the NP website in the public area of the NP website
- The Vision Paper (Appendix CS7) was presented to the Parish Council meeting in February 2016.

### 3. CONSULTATION RESPONSES

This summary covers the two main consultations:

1. The public consultation in November 2016 including the questionnaire, delivered to every house in the parish
2. The Pre-Submission consultation including formal contact with the statutory consultees and the residents of Steeple Claydon

#### NOVEMBER 2016 CONSULTATION



*Banner used to publicise the consultation events in November 2016*

The formal consultation process took place in November using a variety of methods:

- Formal questionnaire delivered to every house including reply paid envelope
- Public meeting (evening) with formal presentation (Appendix CS10)
- Public exhibition (afternoon and evening) with details of the ideas of the Neighbourhood Plan team and looking for feedback and responses on prepared forms (Appendixes CS14 and CS21)
- Prompts on social media (Steeple Claydon Forum) and provision of online discussion forum on the Neighbourhood Plan website.

This consultation was based on the questionnaire developed by the NP Team on behalf of and with the agreement of the Parish Council and covered a number of topics relating to the village including:

- Types of development favoured
- Types of housing schemes preferred
- Size of developments
- Suitable housing development sites
- Suitable sites for industrial and commercial use
- Need for employment opportunities in the village
- Types of business premises preferred

- Development of the environment in and around the village
- Community assets
- Facilities in the Recreation Ground
- Public venues for hire
- Village facilities
- Facilities at the school.

The questionnaire was deliberately designed to cover a number of topics without becoming too unwieldy to encourage a high response rate (Appendix CS13). A total of 384 completed surveys were recorded. 51 of these were completed online and the remaining 333 were returned using the pre-paid envelope. 969 surveys were distributed in the village, achieving a response rate of 40% which is considered good for this type of survey.

The questionnaire was posted to each property and included return instructions and a pre-paid envelope. The survey was also available online via Survey Monkey with unique reference codes to avoid double counting. The responses were entered into Survey Monkey and Longman Consultancy carried out analysis of the responses (Appendix CS15).

### Responses and summary of the Plan's development

The following table identifies the summary results from the formal questions in the survey and explains how these factors were taken into account in the Pre-Submission draft NP.

Questionnaire result	Neighbourhood Plan response
A high proportion of respondents were over 40.	To ensure we considered the views of the younger demographic we actively engaged with the village Facebook page to stimulate interest and input from younger people
Q1 - Preference for smaller housing and family homes of between 1 and 3 bedrooms. Large family housing and self build are least preferred.	Encourage a high proportion of smaller housing with the proposed developments. This has been achieved in policy SC2
Q2 - Preference for affordable housing. Rental least preferred. Split opinion on shared ownership and community housing schemes	Encourage high proportion of affordable housing within the proposed developments. This has been achieved in policy SC2 with higher proportion of affordable homes if either the GP Surgery or the Co-op don't relocate to the site.
Q3 - Preference for sites between 12–30 units and a larger number of smaller schemes rather than 60+ sites.	This was the anticipated response to this question. However the NP team identified no potential sites for smaller developments to meet the target numbers and therefore considered that one large (around 100 units) development was the way forward.
Q4 and Q5 - Preference for sites E and F. Least preferred sites are D and B. Take steps to mitigate impact of any developments on infrastructure, services and landscape.	This indicated a preference for Molly's Field in preference to Buckingham Road. This was confirmed in the feedback to the public exhibition of both schemes in November where the Molly's Field development was well received.

Questionnaire result	Neighbourhood Plan response
Q6 - Majority prefer site F for industrial, commercial or retail development.	Very little interest in industrial or commercial development. There is provision for retail in site F (Molly's Field)
Q7 and Q8 - Majority believe that more business premises are required but be aware that many villagers do not. Preference for small workshops. Careful consideration required for other proposed business premises.	Close vote with clear preference for small workshops. One business would be affected by SC2 and consideration should be given to enable this business to continue operation locally.
Q9 - Strong preference for protecting existing open green spaces. Support for improving footpaths, bus services and increasing green spaces. Opinion on traffic calming, flood protection measures and introducing cycle paths divided	Policy SC6 reflects the strong support for green spaces. This consultation stage identified strong support for the retention of Vicarage Orchard as green space rather than including it in SC4. The village proposes to developed a separate approach to traffic issues.
Q10 - Preference to move the GP surgery and Co-Op to a new location.	Support for SC3 and SC4. Of course there is opposition from those concerned about the extra distance for those currently enjoying living close to the existing facilities. On balance the NP team believes relocation of both is best for the village.
Q11 - Preference for children's playground and football pitch followed by pavilion and MUGA. Consider other suggestions and the possibility of upgrading existing facilities.	Support for Recreation Ground designation as green space under SC6. Further development of the facilities is being considered by the Parish Council and the HS2 group. Section 106 (or CIL contributions) will be sought to support these schemes
Q12 - Existing facilities meet the village needs. However also consider creation of additional venues and upgrade of existing facilities.	No provision in plan for additional facilities. The Parish Council is considering options for future development and enhancement of the recreation ground pavilion.
Q13 - Highest demand for a pub serving good food, a restaurant and a café or tea room. Also popular are an ATM, gym/swimming pool, improved bus services/train station and a petrol station. Protecting the Post Office is also important. Consideration should also be given to the other suggestions made by respondents.	Most of the ideas contained in these responses are outside the influence of the Plan. Provision has been made in SC3 for a community hub which may include café type facilities in the replacement development at the existing Co-op site. There was a community asset order on the Phoenix pub which is currently closed but there was no reaction from the village when there was the opportunity to put forward a community response.
Q14 - Preference for MUGA. Also support for indoor swimming pool. Least support for ecohuts	MUGA will be included in future applications for S106 funding. Whilst there is significant interest in a swimming pool the village remembers an outdoor pool at the school which was removed due to high maintenance and liability issues

## Other comments

There was the opportunity for people to add comments in the free format fields. These are recorded in the questionnaire report from Longman (Appendix CS15) and are summarised here under topic headings:

### Development

- No more development in the village
- Development in the village is welcomed
- New development should be high quality design and highly sustainable
- There are other potential development sites than those presented in the questionnaire.

### Village facilities

- Move the Co-op due to inadequate premises
- Keep the Co-op where it is because it's in the heart of the village
- School will need expansion to cope with increased numbers
- Need to consider the library
- Concern about the strain on utility services
- A variety of suggestions about additional facilities that the village might have.

### Traffic impacts

- No more development – the traffic is bad enough already
- Molly's Field development will cause intolerable traffic on Vicarage Lane
- Need a one way system, road improvements and parking.

### Community

- Need to make the village more supportive of the younger generation.

The Neighbourhood Plan team met in December to review the data and other feedback received to inform the development of the Pre-Submission Plan. This meeting had initial analysis from the questionnaire to help it form outline proposals for the detailed content. Following receipt of the final analysis (Appendix CS15) in January the Pre-Submission version of the Plan was developed.

## **Discussions with developers**

Manor Oak was identified as a potential significant developer in the village with interest in the Buckingham Road site, and the team had a number of exploratory discussions with them. The discussions were positive and Manor Oak was responsive to the ideas being considered by the Neighbourhood Plan team. At the time (Autumn 2015) they were the only major development being considered by the Neighbourhood Plan team.

During this early consultation phase the team was not ready for detailed discussion regarding this site and Manor Oak chose to submit an outline planning application for a 95 house development. There was significant local opposition to the scheme as demonstrated by the high number of letters received by AVDC in response to the planning notice. The planning application has been rejected by AVDC and is currently (May 2017) the subject of an appeal.

In September 2016 the team agreed to ensure that contact was made with all significant landowners. This process revealed that the owners of Molly's Field had appointed a developer, Optimis, to explore the development potential of this land. The team was invited by the Lewis family (site owners) to contact Optimis to ensure that the development proposals were in line with the village needs.

During the November 2016 consultation process both Manor Oak and the Optimis developments were presented at the open day in the Village Hall and discussed at the public meeting. The results of the questionnaire are presented at Appendix SC15.

Following feedback obtained from these events, Optimis revised their proposals for the site, including issues with the design, heritage and landscape issues and formalising the inclusion of a convenience store and a GP Surgery on the site. This has subsequently been submitted as an outline planning application to AVDC. Policy SC2 has been developed based on these proposals.

## **HS2/East–West Rail influence**

There was considerable concern from many residents about the impact that HS2 and East West Rail will have on the village. The proposal included in a petition to the House of Commons Select Committee on HS2 that there might be a 'halt' or small station on East-West Rail at the site of the old Claydon Halt was rejected by the committee and is not supported by Network Rail. It is not considered as a factor in the development of this Plan.

There is concern that views to the south and west of the village will be impaired by the construction of the East–West Rail project, the sidings for the Infrastructure Maintenance Depot and the Depot itself. This impact has been taken into account in the selection of Molly's Field as the preferred development location for the major housing development in the plan.

## **PRE-SUBMISSION CONSULTATION**

Following publication of the Pre-Submission version of the Neighbourhood Plan to AVDC, the statutory consultees and the significant landowners, the NP team actively publicised the Plan in the village, encouraging residents to study the plan and give their comments.

The Plan was summarised in a newsletter distributed to all premises in the parish (Appendix CS16) and the public meeting was promoted on the NP website and by flyers (Appendix CS18) distributed around the village.

The Pre-Submission version of the Neighbourhood Plan was sent to all statutory consultees by email which included a link to the Neighbourhood Plan website for access to all the supporting and background documents (Appendix CS17).

The consultation began on 20 February 2017 and closed on 4 April 2017, providing consultees the statutory six-week period to review the Plan and submit their comments.

### **Consultee – AVDC**

AVDC offered to review the draft version of the Pre-Submission Plan and this was accepted. They provided valuable feedback on the Plan which helped in the preparation of the published Pre-Submission version. The team is grateful for their input.

AVDC was also invited formally to respond to the official Pre-Submission version and a combined response representing the views of the relevant departments within AVDC was received.

### **Statutory Consultees**

AVDC provide a list of organisations and categories of organisations and groups to be informed about the developing Neighbourhood Plan and they were all informed about the publication of the Pre-Submission Plan inviting their comments before the six week statutory consultation period.

The full list of consultees is included at Appendix CS17.

The following organisations submitted formal responses:

- Aylesbury Vale District Council
- Buckinghamshire County Council
- Co-op
- Environment Agency
- Gladman
- Historic England
- Manor Oak
- Natural England
- Optimis
- Strutt and Parker on behalf of Claydon Estates.

Generally the responses were positive with considerable background detail. The submissions are available on the Steeple Claydon Neighbourhood Plan website and the identified key points are identified in the summary of responses at Appendix CS20.

The comments of the above organisations were taken into account in the review meeting following the close of consultation and the agreed changes as a result of the comments are summarised below under the relevant headings. A summary of the formal changes to the plan are included in the Regulation 14 report prepared by rCOH and included at Appendix CS22.

<b>Comment</b>	<b>Response / Modification</b>
<b>General comments</b>	
Site selection process is flawed	Selection process was based on AVDC's HELAA and discussions with landowners to understand land availability and suitability for inclusion. There has been considerable local opposition to the Buckingham Road site and the consultation process demonstrates preference for Molly's Field.
Plan not compliant with basic condition (a)	Checked – believe the final version is compliant
Whole new approach to the village development needed	The plan has been developed over a two year period and has been produced to reflect the consensus view of the village. A variety of ideas were considered at the early stage for radical change but rejected in the light of earlier consultations
Challenging whether proposed policy sites are viable	Discussions with landowners and developers give confidence that the proposed schemes are viable
Village should be awarded special status to protect it from further development due to impact of HS2 on the village	The plan accepts that development is appropriate in the village in a controlled way and is designed to achieve the anticipated housing targets required by AVDC
<b>Policy SC1</b>	
Settlement boundary needs amending to include area of Molly's Field allocated for housing. Other changes include excluding Manor Farm and the church from the settlement area (Historic England)	Changes made to the settlement boundary
Opposition to the use of settlement boundaries	Settlement boundary considered fundamental to the Plan. It provides the residents with the confidence that the content of the plan has significance
<b>Policy SC2</b>	
No objections from residents other than those who want no development at all.	Illustrates support for this designation
Report from consultancy Asset Heritage initiated by Manor Oak on impact of development on listed buildings in West Street	Considered low impact as properties are already seriously impacted by surrounding properties in their immediate vicinity and matter for consideration by planning authority

<b>Comment</b>	<b>Response / Modification</b>
Comment from Historic England regarding impact on 1 and 3 Addison Road	Detail for consideration by developers and planning authority
Environment Agency support	Support for proposals recognising the impact of the Molly's Field development
Anglian Water	Requirement to ensure that the developments included in Policies SC2 and SC5 demonstrate that capacity within the existing water supply and foul sewerage networks can be provided in time to serve the development
Concern that moving the Co-op to this site will have a negative impact on many of the less mobile people in the village who live close to the existing store	Inclusion of 'Village Hopper' bus service in Policy SC2 to provide access to less mobile people
Concern that moving the GP Surgery to this site will have a negative impact on less mobile residents	We are keen to retain a GP Surgery anywhere in the village. This surgery serves outlying villages and patients in Buckingham are being encouraged to accept appointments at Steeple Claydon when their surgery can't provide timely appointments.
Concern that moving the GP Surgery will increase traffic on Vicarage Lane	Putting the Surgery in Molly's Field development will reduce traffic coming through the village from surrounding villages (predominantly from the west), thus reducing traffic impact
Concern from Vicarage Lane residents of increased traffic caused by the development	More traffic enters village from the west than the east (traffic data from parish speed sign) therefore it might be argued that the impact of Molly's Field is less than a development of similar size on the east of the village
<b>Policy SC3</b>	
Comments that the Co-op in its current location provides a focal point for the village, particularly as it is close to the school forming a natural gathering for significant numbers of residents. Moving it would remove this essential part of village life	The problems associated with the Co-op (parking, deliveries, unsuitable premises) are unlikely be solved with the Co-op at this location. Provision has been included in this Policy for a small community hub in the redevelopment of this site.
Misconception that the Co-op is a listed building	It isn't.
<b>Policy SC4</b>	
Challenging statement in the Plan that the GP Surgery has no architectural significance. It undoubtedly has!	Reflected in revised wording of policy SC4 requiring its retention as a building of architectural significance and amendment of statement in Site Assessment Report
Build the new surgery on Vicarage Orchard	Minority view
<b>Policy SC5</b>	
Historic England concern about the historic significance of this site requiring archaeological investigation	Reference in the Site Assessments Report Amendment of Policy SC5

<b>Comment</b>	<b>Response / Modification</b>
Comments from landowner's agent regarding housing numbers and building line	Amendments to Policy SC6
<b>Policy SC6</b>	
Landowner's agent challenging designation of allotments as Green Space	The allotments are not under the control of the Parish Council and therefore it is felt that they do not have statutory protection. Other Neighbourhood Plans examined have included allotments as Green Space – this designation is retained
Considerable opposition to inclusion of Vicarage Orchard in redevelopment of GP Surgery site and multiple requests to designate as Green Space	Vicarage Orchard designated as Green Space
Concern that the proposed extension of the graveyard to the east might be prevented by this designation	Green Space report amended to reflect this concern and confirm that this would not be prejudiced
<b>Policy SC7</b>	
Designation of the well on Queen Catherine Road	This is already protected as it is Grade II listed
<b>Policy SC8</b>	
No comments received	

### **Comprehensive consultation**

Whilst the timetable for the development has been longer than originally anticipated, it has enabled the team to undertake comprehensive consultation to ensure we capture the views of as many people and relevant organisations as possible.

There will always be a proportion of people who do not wish to engage with this type of process and the team respects their privacy. The team has worked hard to engage with as wide a population as possible to ensure the Plan is a fair representation of the village's views.

The team is grateful to all those who took time to engage in the process and we hope that the village will support the Plan at referendum, recognising that it represents a 'best position' for the village.

### **Taking note of all the points raised**

Recognising the issues that have been identified during the consultation process for the Neighbourhood Plan and the impact that HS2 is likely to have, the Parish Council is proposing to develop a 10 year plan for the village.

The responses received which have not been included in the Neighbourhood Plan will be carried forward to inform the initial scoping and development of the 10 year plan.